



COUNTY OF LOS ANGELES
LOS ANGELES COUNTY FIRE DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE THE SALARY INFORMATION AND SUPERSEDES BULLETIN NO. 390-13 POSTED ON MARCH 28, 2008 WITH AN ORIGINAL FILING DATE OF NOVEMBER 13, 2007. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 390-22

Posting Date: May 09, 2008

JOB TITLE	<u>FIRE PREVENTION ENGINEERING ASSISTANT I</u>
EXAM NUMBER	33772I
FILING DATES	November 13, 2007 until needs are met
SALARY	\$3,844.18 - \$4,644.91 MONTHLY \$3,844.18 - \$4,772.82 MONTHLY EFFECTIVE 7/01/08 \$3,957.91 - \$4,916.00 MONTHLY EFFECTIVE 8/01/08
POSITION INFORMATION	This position, under close supervision, performs professional fire protection engineering work involving review and approval of moderately difficult construction plans, and inspection of building sites for compliance with fire protection codes and regulations.
ESSENTIAL JOB FUNCTIONS	Conducts plan reviews of plans such as single-family and multi-family residences, small public assemblages, and business/mercantile occupancies; identifies discrepancies in plans with applicable codes; conveys such information to project applicant; checks plan re-submittals and building sites for compliance with requirements and provides approval for issuance of permits by Building and Safety; performs new construction inspections; work with general contractors to inspect buildings for compliance with approved plans; issues correction notices as necessary; performs calculations for hydrant fire flows; responsible for input and updating work in eDAPTS; provides information to project applicants pertaining to status of plans; prepares logs and files plans; acts as liaison for the Fire Department with building and safety offices or water companies, providing information pertaining to fire protection requirements; attends meetings with higher level FPEAll's or the SFPEA, with various City and County officials who possess varying degrees of responsibility relative to the building plan and land development approval process; establishes applicable code requirements for tract and parcel maps, conditional use permits, zone changes, street vacations and traffic calming devices; maintains building plan and land development files that contain appropriate documentation and provides the necessary project historical data; provides the unit's supervisor all submitted requests for alternative methods of code compliance; provides accurate information to facilitate a resolution; carries heavy equipment over rough terrain in the performance of inspections, as needed; drives to and from work sites.

Los Angeles County Fire Department: Address: 5801 South Eastern Avenue, Commerce, CA 90040
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 735-2922

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

SELECTION REQUIREMENTS

An Associate's degree from an accredited* college, with completion of at least 15 semester units or 23 quarter units of fire protection related courses - OR - Completion of two years of a four year program in an accredited* college or university with specialization in civil engineering, fire protection engineering, fire protection administration or fire technology related field** - OR - Two years experience performing fire protection engineering work.

Physical Class: 3 - Moderate:

Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

Licenses: A valid California Class "C" Driver License is needed to carry out job-related essential functions.

Special Requirement Information: License Information: Applicants filing for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles (DMV). A copy of your driving record must be submitted with your application at the time of filing. Applications without the DMV print-out will be rejected as incomplete. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies, which are accepted by the Department of Human Resources. Publications such as **American Universities and Colleges and International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services** or **Association of International Credential Evaluators, Inc.**

A copy of original college transcripts, diploma, and/or certificates must be submitted with your application. Application submitted without these documents will be rejected as incomplete. **NO INTERNET TRANSCRIPTS WILL BE ACCEPTED.

DESIRABLE QUALIFICATIONS

International Conference of Building Officials (ICBO)/International Code Council (ICC) Certification as Plans Examiner, International Fire Code Institute (IFCI) Certification as Uniform Fire Code Inspector.**

SPECIAL INFORMATION

Shift: Various Shifts

Fire Prevention Engineering Assistant I positions are located throughout Los Angeles County. Candidates passing this exam would be expected to accept employment in any area of Los Angeles County.

VACANCY INFORMATION

The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Fire Department.

EXAMINATION CONTENT

This examination will consist of an evaluation of education and experience based on application information weighted 100%. Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following date of promulgation. No person may compete for this examination more than once every twelve (12) months.

APPLICATION INFORMATION

*** IMPORTANT INFORMATION ***

All applicants are required to submit a standard Los Angeles County Employment Application. **You have the option of filing your application either by Hard Copy submission -OR- Online (via electronic submission). Please select only one method to file your application.**

- **Instructions for Filing Online:** The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. **To apply online, please click on the link below the filing address.**

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 869-0312 within five (5) business days of filing Online. Please include your name, the exam number and the exam title on faxed documents.

- **Instructions for Hard Copy Submission:** Applications will be accepted by mail or in person. Individuals applying in person must submit applications Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. A Standard County Employment Application can be found at:
<http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please fill out your application completely and correctly so that you will receive full credit for your related education and experience. In the space provided for education, include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits earned, college units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description or work performed and salary earned. Attach an additional page to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process. Resumes may be added to your application, but cannot be substituted for the Education and Experience portions of the County application.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Los Angeles County Fire Department
Personnel Office
1320 N. Eastern Avenue, Room 221
Los Angeles, CA 90063
(323) 838-2239

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 838-2239.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 838-2239. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.